



## Using the Capitol Complex grounds for Your Cookout Event

### Frequently Asked Questions

**Q1. Where can we park when we arrive?**

- A1. Please use one of the visitor parking lots which are clearly marked around the Capitol complex. Visitors may not block the entrances or fire lanes in front of the Capitol building or other buildings on the Capitol Complex. You will find more information at <http://das.gse.iowa.gov/events/parkinginfo.html>

**Q2. What are the requirements for allowing registered groups to operate cooking devices/grill on the Capitol Complex?**

- A2. A designated person from your agency or group will need to be responsible for lighting, kindling and maintaining the self-supporting outdoor cooking device/grill.

**Q3. What are the space requirements regarding the location of our cooking device/grill?**

- A3. No fires shall be built within 20 feet of any building. Ten (10) feet must be maintained between fires and vehicles, trash containers or other combustible materials.

**Q4. We'd like to use a gas grill – do you have specific rules?**

- A4. If propane tanks are used, all tank connections must be tested prior to ignition. Please refer to your manufacturer's recommendation or the National Propane Gas Association at <http://www.npga.org/i4a/pages/index.cfm?pageid=622> for instructions. LP containers and equipment must be in compliance with acceptable NFPA (National Fire Protection Association) Code..

**Q5. What are the rules for the duration of the operation of the cooking device/grill?**

- A5. The fire shall be continuously under the care and control of a competent person until it is extinguished. In addition, a fire extinguisher with a rating of at least 10ABC, in accordance with NFPA "Standards for Portable Fire Extinguishers," must be provided by the persons or groups and located on site and readily available for use.

**Q6. May the cooking device/grill be placed anywhere – concrete or grass?**

- A6. A sheet of plywood or other protective material must be placed under any outdoor cooking device/grill coming in direct contact with stone or concrete. Outdoor cooking devices/grills may be placed directly on grass.

**Q7. What conditions would prompt delays or possible cancellation or the need to reschedule our event?**

- A7. If outdoor conditions pose a high risk of the fire spreading, such as high winds, extremely dry conditions, etc., the Iowa Department of Administrative Services reserves the right to cancel or stop the cooking component of the event to protect the public and facilities.

**Q8. Do vendors assisting with the event need any special instructions?**

A8. Any vendor assisting you should be provided with a copy of your event confirmation letter and this FAQ document.

**Q9. Are there limitations on signs?**

A9. Signs cannot be hung from buildings, lampposts or trees. Signs suggesting that the State of Iowa endorses a particular individual, group, business or association are not permitted. Signs carried by individuals are acceptable.

**Q10. Whose responsibility is it to clean up after our event is over?**

A10. It is your responsibility to clean up after participants or spectators – including the removal of debris, cleaning of surfaces and any repairs to damaged lawns, concrete or other surfaces.

**Q11. Where do I learn more about the Capitol experience?**

A11. The Capitol Tour Guides provide general information to visitors at the Tour and Information desk located on the first floor in the rotunda area of the Capitol. They conduct scheduled tours of the Capitol weekdays and Saturdays free of charge between 8:15 a.m. and 3:45 p.m. Please e-mail [Joan.Arnett@legis.state.ia.us](mailto:Joan.Arnett@legis.state.ia.us) or call 515-281-5591 to make arrangements. More information about the Capitol may be found at: <http://www.legis.state.ia.us/Pubinfo/Tour/>.

**Q12. Who do I contact for additional questions or concerns?**

A12. [Nancy.Williams@iowa.gov](mailto:Nancy.Williams@iowa.gov)  
Capitol Complex Events Coordinator  
Iowa Department of Administrative Services  
Hoover Building, Level A  
Des Moines, IA 50319  
515-281-7259/o  
515-242-5974/f

Event application form: <http://das.gse.iowa.gov/events/forms/eventform.html>